



LakeCounty

Central Permit Facility
500 W. Winchester Road Unit #101
Libertyville, IL 60048-1331
PHONE: (847) 377-2600
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EMAIL: lcpermits@lakecountyil.gov

Registration Form Concrete Stoop Replacement

This registration form should be used only for in-kind stoop replacement only. No permit will be required for the replacement of the stoop. In all cases, the requirements listed on page 2 will apply. This process is designed to maximize customer convenience. However, the customer always has the right to seek a permit and a follow-up inspection. Lake County reserves the right to inspect any construction performed whether permitted or registered.

You may apply for registrations online through at the website: WWW.LAKECOUNTYIL.GOV/PERMIT Registrations can also be applied for in person at the Central Permit Facility. A non-refundable registration fee of \$31.00 is required and can be made with cash, check or credit card.

Upon submission and review of the registration form and payment of the fee, the project will be registered. Construction cannot begin until you receive confirmation from this office that your registration is complete.

(Please complete the information below and sign)

PIN: _____ Address of Property: _____

Owner Address (if different from above): _____

Owner Name: _____ Owner Phone Number: _____

Owner Fax Number: _____ Email: _____

Stoop Replacement Location: _____

Stoop Size: _____ Cost of Project: _____

I/WE hereby acknowledge having read and understood the requirements specified below. I/WE hereby agree to comply with these requirements, and understand that failure to comply may result in an enforcement action by the County. This acknowledgement is binding on MY/OUR successors and assigns.

Owner/Authorized Agent Name (PRINT): _____

Owner/Authorized Agent Signature (SIGN): _____ Date: _____

OFFICE USE ONLY:

☐ Floodplain ☐ Floodway ☐ Wetland ☐ 30' from Water's Edge
☐ Drainage Easement ☐ Utility Easement

Application #: _____ Completed By: _____ Date: _____

Paid By: ☐ Cash ☐ Check #: _____ ☐ Credit Card #: _____

Comments: _____

REQUIREMENTS

- CONDITIONS**
- Project must be an in-kind replacement of an existing concrete stoop only
 - Stoop must have a maximum size of 16 square feet
 - The distance between the finished grade and top of stoop must be less than 30 inches
 - Any existing stairs need to remain in their current location

A PERMIT SHALL BE REQUIRED IF PROPERTY HAS A RED TAG